

Sky Academy Studios Booking and Visit Terms & Conditions

The Sky Academy Studios experience provides groups of young people with a tour of Sky's broadcast facilities and invites them to take part in an interactive learning experience in a bespoke studio facility where young people get the opportunity to write, film and edit their own news report, short film or pitch video.

Schools can choose between three engaging, curriculum-liked learning experiences - FACT: News Reporting (developing non-fiction writing and media literacy), FICTION: Storytelling (developing story writing), FUTURE: Ideas & Innovation (developing enterprise skills and persuasive writing). Preparatory lesson plans have been provided and are available through the Sky Academy Studios website (www.skyacademystudios.com) after teachers book and confirm their trip.

Sky are proud to offer the Sky Academy Studios experience subject to the following terms and conditions. References to "you" and "your" or "Group Leader" means you as the prospective organiser of a group visit to the Sky Academy Studios. References to "Visitors" means a person visiting Sky Academy Studios as part of a group visit and includes a Group Leader, child or young person aged under 18 years ("Student") and any adults accompanying such children or young people ("Responsible Adult").

1. Eligibility

- 1.1 The Sky Academy Studios experience is aimed at young people aged 8 to 16, based within the UK.
- 1.2 Applications to arrange a visit to Sky Academy Studios are open to the following organisations and individuals within the United Kingdom:
 - a. primary, secondary and special schools
 - b. colleges for Further Education
 - c. charities and community groups providing youth services depending on availability
- 1.3 Places are subject to availability and will generally be allocated on a first come first served basis, however, Sky reserves the right to give priority to schools.
- 1.4 Participation is subject to minimum and maximum numbers (see clause 4 below). Proof of status may be required.

2. Booking Enquiry

- 2.1 All visits to the Sky Academy Studios must be booked in advance by a Group Leader and are subject to availability.
- 2.2 To make an enquiry, reserve a date on our website (www.skyacademystudios.com), email studios.livingston@sky.uk or telephone 01506 418640 between 9.00am and 5.30pm Monday to Friday.
- 2.3 By submitting a booking on www.skyacademystudios.com you warrant to us that you are a Group Leader with authority to bring a group of eligible Visitors to Sky Academy Studios and participate in the experience. Please ensure you have the necessary authorisation before submitting your booking request.
- 2.4 It is your responsibility to ensure that the information you provide us is correct and complete. You must inform us immediately of any changes to the information that you provided when enquiring about a booking, by calling us on 01506 418640 or emailing us at studios.livingston@sky.uk.
- 2.5 Please note that by submitting a booking reservation you are making an enquiry into availability. Submitting a booking reservation is not confirmation of booking. Confirmation of booking will only take place when we confirm your visit details on the telephone and you receive an email to confirm your booking.

3. Confirmation of Booking

- 3.1 Following receipt of your booking reservation, you are required to confirm the details of your visit (number and ages of students, number of supervising adults and any special requirements) on the telephone. If we are able to accommodate your visit we will confirm your booking and send you a digital welcome pack, which provides information for Visitors including the following important guidelines. In order to participate in the Sky Academy experience, you must:
 - a. Accept the terms and conditions stated in this document.
 - b. Use the Sky Academy Studios Risk Assessment to complete your own Risk Assessment.
 - c. Collect signed parental consent forms for every child attending Sky Academy Studios.
 - d. Read the Guidelines for Acceptable Conduct and Content and ensure all visitors in your group act accordingly.
 - e. Sign and hand in the Confirmation Agreement on the day of your visit.Sky will provide information to be used for the purpose of a parental consent form. You must ensure that all visitors have consent to take part in the Sky Academy Studios experience.

- 3.2 You must review the digital welcome pack carefully and ensure that you complete the Confirmation Agreement before your visit commences. This can be returned to us to by email or post, or sign on the day of your visit.
- 3.3 By completing the Confirmation Agreement you are confirming that you have read the digital welcome pack, you agree to the terms and conditions of the visit that you will brief all Visitors on the Acceptable Conduct Guidelines prior to visiting Sky Academy Studios, that you have used the Sky Academy Studios Parental Consent template, have received signed Photography and Videography Form and Parental Consent Forms for all visitors to attend Sky Academy Studios, and be filmed and for Sky to host this footage securely on Sky owned websites, social and onscreen channels, in the event permissions need to be revoked please email Sky Academy Studios immediately skyacademy@sky.uk. You hereby grant Sky the right, at any time including after the termination of this agreement, on reasonable notice and during working hours to audit all Parental Consent Forms and other documentation to demonstrate that all statements in the Confirmation Form have been correctly complied with and undertake that you will provide reasonable assistance to help with this process.
- 3.4 You and your school or organisation are responsible for retaining all Parental Consent Forms on file in accordance with your existing document retention procedures.
- 3.5 Once we have confirmed your booking over the telephone, you will have access to the details of your trip through the Sky Academy website. Once your booking has been confirmed on the telephone you will receive automatic email confirmation. Please check your spam folder if necessary. Your booking is not complete until you have received your confirmation email. If you do not receive this after your telephone confirmation, please contact us on 01506 418640 to send the confirmation manually.
- 3.6 We will aim to ensure that your visit is broadly in line with the itinerary provided on the website www.skyacademystudios.com. However, we reserve the right, without prior notice and without compensation to vary and/or alter the activities and/or the timings for your visit for any reason at our absolute discretion.

4. Group Sizes

- 4.1 Subject to clause 6.3; the Sky Academy Studios can accommodate a minimum of 20 and a maximum of 32 Students (not including the Responsible Adults) in a half day session. We reserve the right to request smaller group sizes where we deem this necessary.
- 4.2 Adult supervision is required at all times. Each group will always be accompanied by a Sky Academy leader. You are responsible for ensuring an appropriate number of Responsible Adults are present throughout the visit and are responsible for and in control of the Students at all times. Please ensure that your group meets at least the following Responsible Adult: Student ratios. The minimum number of staff per group is 2.
- Age 8 to 11 years: 1: 10
 - Age 12-16 years: 1: 15
- 4.3 The tour will be led by a member of the Sky Academy Studios team but it is your responsibility to ensure you provide the right number of responsible adults to meet your organisation's guidelines on offsite supervision.
- 4.3 A higher Responsible Adult to Student supervision ratio may be necessary for some groups for example some SEN groups. We will liaise with you to establish the appropriate Responsible Adult to Student ratio for your group.
- 4.4 In the interests of health and safety Sky reserves the right to refuse entry to the Sky Academy Studios in the event that the number of Visitors in your group exceeds the numbers confirmed in your booking or there are insufficient Responsible Adults present to supervise the Students.

5. Planning your visit

Pre-visit orientation trip

- 5.1 We are happy to accommodate pre-visit trips by teachers or members of staff to visit the Sky Academy Studios to ensure that the venue, facilities and programme is appropriate for your group. Pre-trip visits must be booked in advance. To book a pre-trip visit outside school term time please email studios.livingston@sky.uk or telephone 01506 418640 to find out availability.

Pre-visit risk assessment

- 5.2 Please note that it is the responsibility of the Group Leader to write your own risk assessment prior to your visit. We recommend that you refer to Sky's Risk Assessment available at www.skyacademystudios.com when writing your own risk assessment as this includes some important health and safety information.

Pre-visit preparatory work and planning

- 5.3 Group Leaders will be provided with a pre-visit curriculum linked lesson plan to prepare with their group in advance of their visit. In order to get the most out of their visit, it is essential that groups prepare these plans in advance of the visit.

6. Accessibility

- 6.1 Sky Academy Studios is a wheelchair accessible environment, with a range of adaptive technology and equipment including audio description and hearing loops. For more information about our facilities and SEN services please contact us at studios.livingston@sky.uk or on 01506 418640.
- 6.2 We are happy to accommodate visits by Visitors with disabilities or SEN and wherever possible we will work with Group Leaders to tailor visits to accommodate your group's particular requirements. Group Leaders may benefit from a pre-visit orientation trip as described in clause 5.1 above.
- 6.3 In order to ensure a group gets the most out of their visit please ensure that you state any details of the SEN provision you require when confirming your booking over the phone. If appropriate, we may recommend a reduced group size for SEN groups or groups with accessibility requirements.
- 6.4 The experience is in a studio environment with flashing lights which may not be suitable for students with epilepsy. For more information about our facilities please contact us at studios.livingston@sky.uk or on 01506 418640.

7. Facilities at the Sky Academy Studios

- 7.1 Groups are required to make their own arrangements for travelling to and from the Sky Academy Studios.
- 7.2 Coach parking will be available onsite. No vehicles are permitted to remain in the car park outside normal operating hours without prior express permission. Vehicles are parked at the owner's risk; we do not guarantee the security of your vehicle and/or its contents.
- 7.3 Due to the nature of the experience, we recommend large or bulky bags or luggage items should be left at home. There will be a secure area for students to leave bags and coats.
- 7.4 Mobile phones are prohibited in Sky Academy Studios and therefore we recommend students leave them at home. We strongly advise that groups leave all valuables at home or keep them on their persons (excluding mobile phones) throughout their visit. Sky accepts no responsibility for personal items that are lost, stolen or damaged during a visit.
- 7.5 Groups are required to bring their own lunch and refreshments to the Sky Academy Studios if they require. Groups will have access to the Sky Welcome Centre either before or after the Sky Academy Studios experience for a refreshment break. No eating or drinking is permitted in the Sky Academy Studios.

8. Cancellations or changes to bookings

- 8.1 If you have made a booking to visit Sky Academy Studios but are no longer able to attend please contact us immediately by phone 01506 418640 or email studios.livingston@sky.uk as soon as possible and in any event not less than 30 days before the date of your visit so that we can release your place to other groups.
- 8.2 If you need to reduce or increase numbers attending your visit, please contact us by phone 01506 418640 or email at studios.livingston@sky.uk as soon as possible and in any event not less than 14 days before the date of your visit. All visits are subject to minimum and maximum numbers (see clause 4 above) with the exception of SEN groups and groups with additional accessibility requirements. We reserve the right to alter the programme of activities or if necessary to reschedule or cancel your visit if we consider that there are insufficient or excessive numbers present for the activity programme to be viable.
- 8.3 If we need to cancel your visit to Sky Academy Studios we will try and give you as much notice as possible and where possible we will try to rearrange your visit date with you. However, we reserve the right to cancel a visit and/or to restrict access to the whole or part of Sky Academy Studios at any time, including on the day of the visit where we, at our sole discretion, deem this necessary.

9. Guidelines for Acceptable Conduct and Content

- 9.1 It is your responsibility to ensure that all Visitors to Sky Academy Studios follow our Guidelines for Acceptable Conduct and Content. We reserve the right to refuse entry to Sky Academy Studios or to deny further participation in the experience to any Visitor who fails to comply with the Guidelines for Acceptable Conduct and Content, or fails to follow any other instructions given by Sky personnel or in any other circumstances where we consider it necessary at our sole discretion.
- 9.2 If a Student is refused admission to Sky Academy Studios for any reason, then a Responsible Adult from the group will

be responsible for escorting the Student from the premises. If the departure of the Responsible Adult means that the Appropriate Adult to Student ratio falls below the required level advised at the time of booking, this may mean all Visitors in the group will be denied entry to the Sky Academy Studios.

- 9.3 We reserve the right to review and monitor the content created and may recommend changes, edit, refuse to post, or remove any content from the Sky Academy Site at our absolute discretion. No failure to remove particular material constitutes an endorsement or acceptance of it by us or implies that the content meets the Guidelines for Acceptable Conduct and Content.

10. Intellectual Property Rights

- 10.1 All copyright, trademarks and all other intellectual property rights in the materials provided by Sky Academy Studios for use in the content shall remain at all times vested in us or our licensors.
- 10.2 You hereby grant to us and our licensors an irrevocable, perpetual royalty free and worldwide licence of all intellectual property rights in the content. This licence extends to the right to copy, edit, adapt, host, distribute, broadcast and transmit the content. You warrant that you have authority to grant this licence and have obtained all necessary consents and parental consents (through the Parental Consent Form) from all Visitors or other contributors to the content.
- 10.3 You are permitted to use this material or content only as expressly authorised in writing by us or our licensors. You will not assist or facilitate any Visitors or other third party to copy, reproduce, transmit, distribute, frame, commercially exploit or create derivative works of such material or content.
- 10.4 If you become aware of any such distribution or commercial exploitation, you agree to notify us immediately.

11. Managing Complaints

- 11.1 You agree to notify us as soon as reasonably practicable if you receive a complaint from a Visitor or third party in relation to the Content or participation in the Sky Academy Studios experience.
- 11.2 In the event of a complaint against Sky, you agree that you and your organisation will assist Sky by providing such available information and assistance as we may reasonably require.

12. Termination

- 12.1 We reserve the right to refuse you or a Visitor access to the Sky Academy Site or any part of it and/or to terminate or suspend your or a Visitor's participation in the Sky Academy experience at any time and for any reason at our sole discretion without giving you prior notice.

13. Liability

- 13.1 To the fullest extent permissible by law, we and our associated companies and agents exclude and disclaim all warranties, terms, conditions and representations that might otherwise be implied by law in relation to these Terms and Conditions and exclude responsibility and all liabilities arising out of or in connection with the Sky Academy experience.
- 13.2 We shall not be liable for any loss caused as a result of your actions or inactions or those of your Visitors arising from your participation in the Sky Academy Studios experience including but not limited to your visit to the Sky Academy Studios. However, nothing in these Terms and Conditions shall affect your statutory rights, and nothing in these Terms and Conditions shall exclude our liability for:
- a. death or personal injury arising through negligence
 - b. fraudulent misrepresentation
 - c. and/or anything else that cannot be excluded or limited by us under English law

14. General

- 14.1 Registration is restricted to the Group Leader. As Group Leader, your registration is personal to you and the school/organisation or group you represent. It may not be transferred to anyone else.
- 14.2 If the whole or part of any term of this agreement is found to be unfair or unenforceable it will be treated as deleted and the remainder of the terms will continue to govern each of our respective obligations going forward.
- 14.3 Nothing in these Terms and Conditions shall be construed as creating a partnership, joint venture or agency relationship between the parties.
- 14.4 A person that is not a party to this Agreement shall have no rights to enforce any of its terms.
- 14.5 These Terms and Conditions shall be governed by the laws of England and Scotland and any matter or dispute arising in connection with them shall be subject to the exclusive jurisdiction of the courts of England and Scotland.